

REQUEST FOR COUNCIL ACTION

SUBJECT: Amending the salary schedule for City employees for fiscal year 2013-2014.

SUMMARY: Staff has proposed to update the Salary Schedule to reflect some recent changes.

**FISCAL
IMPACT:** The changes will result in approximately \$20,000 of ongoing savings.

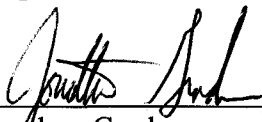
STAFF RECOMMENDATION:

Staff recommends approval of the proposed Resolution amending the Salary Schedule for City employees for fiscal year 2013-2014.


MOTION RECOMMENDED:

"I move to adopt Resolution 14- 08 , amending the Salary Schedule for fiscal year 2013-2014."

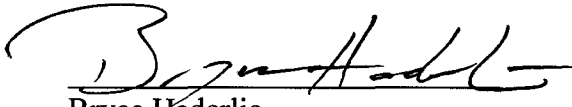
Prepared by:


Jonathan Gardner
Human Resource Manager

Recommended by:


Richard L. Davis
City Manager

Reviewed by:


Bryce Haderlie
Assistant City Manager

DISCUSSION:

The Mayor and Council have elected to change Ordinance 13-24 in order to allow the Mayor the discretion to earn a wage lower than \$89,500 per year. Mayor Rolfe has indicated that he will lower his pay to \$60,000 per year.

Resolution 14-08 was passed on 1/8/14 to commence an agreement for an outside company to provide bailiff and building security functions for the City. This eliminates the need for our Building Security Officer positions. We had left all but one Part-time position vacant in anticipation of this change so there will not be much impact to City staff. The one Part-time employee was aware that his position would be ending.

An Administrative Assistant II position in the Development Review division of Public Works was incorrectly listed as a Full-time position although it should have been listed as Part-time. We have a Part-time employee in the position and it has been budgeted as Part-time.

In December of 2012 there was a reorganization in the Fleet division of Public Works which resulted in the elimination of an Administrative Assistant II (Fleet Services Coordinator) position. This position was budgeted this year but the money would not have been spent as the position no longer exists.

THE CITY OF WEST JORDAN, UTAH
A Municipal Corporation
RESOLUTION NO. 14-08

A RESOLUTION OF THE CITY OF WEST JORDAN
AMENDING THE SALARY SCHEDULE FOR CITY EMPLOYEES

WHEREAS, the City of West Jordan Municipal Code 1-9-5A outlines the personnel procedures and employee compensation system; and

WHEREAS, the City Council establishes annually the approved full and part time positions in all City Departments, and designates their respective pay ranges; and

WHEREAS, there has been the need to amend the previously approved salary schedule;

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF WEST JORDAN, UTAH:

Section 1. The City Council of the City of West Jordan hereby approves the amended salary schedule and compensation plan for all officers and employees in all classifications of employment provided in this resolution.

Section 2. That said updated classification and salary schedule are hereby incorporated and attached to this resolution;

Section 3. That said updated salary schedule and compensation plan shall be effective 01/29/14.

Department or Division	Approved Positions	January 8, 2014		January 29, 2014		Pay		
		F/T	PT	F/T	PT	Range	Min	Max
Elected Officials								
	Mayor *	0	1	0	1			\$60,000/yr.
	City Council	0	6	0	6			\$9,776/yr.
	TOTAL	0	7	0	7			
City Manager								
	City Manager	1	0	1	0	contract		\$67.53
	Assistant City Manager	1	0	1	0	90	\$48.15	\$62.53
	Econ./Dev. Assistance Mgr	1	0	1	0	75	\$33.24	\$43.17
	Assistant to the City Mgr.	2	0	2	0	61	\$23.53	\$30.56
	Development Coordinator	2	0	2	0	53	\$19.31	\$25.08
	Temporary Admin. Analyst	0	1	0	1		\$9.00	\$10.00
	TOTAL	7	1	7	1			
City Clerk								
	City Clerk/Recorder	1	0	1	0	75	\$33.24	\$43.17
	Sr Executive Assistant	1	0	1	0	55	\$20.29	\$26.34
	Deputy City Clerk/Recorder	2	0	2	0	53	\$19.31	\$25.08
	TOTAL	4	0	4	0			

City Attorney

City Attorney	1	0	1	0	88	\$45.83	\$59.51
Deputy City Attorney	3	0	3	0	80	\$37.61	\$48.85
Ord. Enfor. Sprvsr./C.A. Invest.	1	0	1	0	68	\$27.97	\$36.31
Risk Manager	1	0	1	0	66	\$26.62	\$34.56
Real Estate Services Manager	1	0	1	0	66	\$26.62	\$34.56
Assistant City Prosecutor	2	0	2	0	65	\$25.97	\$33.73
Real Property Agent	0	1	0	1	57	\$21.32	\$27.68
Legal Executive Assistant	1	0	1	0	55	\$20.29	\$26.34
Legal Technician	1	0	1	0	53	\$19.31	\$25.08
Victim Assistance Coordinator	1	0	1	0	51	\$18.38	\$23.87
Legal Assistant	1	0	1	0	47	\$16.65	\$21.62
Code Enforcement Officer	2	0	2	0	45	\$15.85	\$20.58
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.65
DV Victim Coordinator (GRANT)	0	2	0	2	40	\$14.01	\$18.19
Administrative Assistant I	0	2	0	2	37	\$13.01	\$16.89
TOTAL	16	5	16	5			

City Court

Judge	1	0	1	0	STATE - \$58.33 - eff.07/01/13		
Court Clerk Supervisor	1	0	1	0	54	\$19.79	\$25.70
Court Clerk III	4	0	4	0	47	\$16.65	\$21.62
Court Clerk II	2	0	2	0	43	\$15.09	\$19.59
Court Clerk I	3	0	3	0	39	\$13.67	\$17.75
TOTAL	11	0	11	0			

Administrative Services Department**Finance**

Finance Manager/Controller	1	0	1	0	77	\$34.93	\$45.36
City Treasurer	1	0	1	0	74	\$32.43	\$42.11
Budget Officer	1	0	1	0	74	\$32.43	\$42.11
Accountant	2	0	2	0	74	\$32.43	\$42.11
Purchasing Agent	1	0	1	0	61	\$23.53	\$30.56
Sr. Executive Assistant	1	0	1	0	55	\$20.29	\$26.34
Business License Coordinator	1	0	1	0	53	\$19.31	\$25.08
Accounting Technician	1	0	1	0	53	\$19.31	\$25.08
Utilities Rep II	1	0	1	0	51	\$18.38	\$23.87
Utilities Rep I	2	0	2	0	47	\$16.65	\$21.62
Customer Service Rep II	4	0	4	0	47	\$16.65	\$21.62
Lead Utility Service Tech	1	0	1	0	46	\$16.25	\$21.09
Utility Service Technician	1	0	1	0	40	\$14.01	\$18.19
Seasonal Utility Laborer	0	1	0	1		\$9.00	
TOTAL	18	1	18	1			

Information Technology

I.T. Manager	1	0	1	0	79	\$36.70	\$47.65
Sr. I.T. Systems Administrator	1	0	1	0	70	\$29.38	\$38.16
I.T. Operations Manager	1	0	1	0	70	\$29.38	\$38.16
Senior PC Specialist	2	0	2	0	59	\$22.39	\$29.08
PC Specialist	1	0	1	0	53	\$19.31	\$25.08
Help Desk Technician	1	0	1	0	51	\$18.38	\$23.87
TOTAL	7	0	7	0			

Human Resources

Human Resource Manager	1	0	1	0	74	\$32.43	\$42.11
Sr. Human Resource Generalist	1	0	1	0	67	\$27.29	\$35.43
Human Resource Specialist	1	0	1	0	58	\$21.85	\$28.37
Human Resource Technician	1	0	1	0	53	\$19.31	\$25.08
Administrative Assistant I	0	1	0	1	37	\$13.01	\$16.89
TOTAL	4	1	4	1			

Community Affairs

Events Coordinator	1	0	1	0	61	\$23.53	\$30.56
Communications Manager	1	0	1	0	61	\$23.53	\$30.56
Volunteer Services Coordinator	0	1	0	1	49	\$17.49	\$22.72
TOTAL	2	1	2	1			

Police

Police Chief	1	0	1	0	87	\$44.71	\$58.06
Deputy Police Chief	2	0	2	0	79	\$36.70	\$47.65
Police Lieutenant	6	0	6	0	74	\$32.43	\$42.11
Police Sergeant III (Master)	6	0	6	0	68	\$27.97	\$36.31
Police Sergeant (Basic)	8	0	8	0	65	\$25.97	\$33.73
Police Officer III	19	0	19	0	59	\$22.39	\$29.08
Police Officer II	27	0	27	0	55	\$20.29	\$26.34
Police Officer I	42	0	42	0	53	\$19.31	\$25.08
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.65
Administrative Assistant I	1	0	1	0	37	\$13.01	\$16.89
Police Records Supervisor	1	0	1	0	54	\$19.79	\$25.70
Police Records Technician III	2	0	2	0	47	\$16.65	\$21.62
Police Records Technician II	1	1	1	1	43	\$15.09	\$19.59
Police Records Technician I	4	4	4	4	39	\$13.67	\$17.75
Community Service Officer	7	0	7	0	45	\$15.85	\$20.58
Building Security Officer *	2	2	0	0	51	\$18.38	\$23.87
Crime Prevention Specialist	2	0	2	0	51	\$18.38	\$23.87
Evidence Custodian	1	1	1	1	51	\$18.38	\$23.87
Crime Scene Technican II	1	0	1	0	51	\$18.38	\$23.87
Crime Scene Technican I	1	0	1	0	47	\$16.65	\$21.62
Crime Analyst	1	0	1	0	52	\$18.84	\$24.46
Crossing Guard Supervisor	1	0	1	0	51	\$18.38	\$23.87
Crossing Guard	0	87	0	87		\$5.75	\$7.86
Animal Services Manager	1	0	1	0	61	\$23.53	\$30.56
Animal Control Officer II	4	0	4	0	45	\$15.85	\$20.58
Animal Control Rec Tech II	1	0	1	0	43	\$15.09	\$19.59
Animal Control Officer I	2	0	2	0	41	\$14.36	\$18.65
Animal Control Rec Tech I	1	1	1	1	39	\$13.67	\$17.75
TOTAL	147	96	145	94			

Fire

Fire Chief	1	0	1	0	87	\$44.71	\$58.06
Assistant Fire Chief	0	0	0	0	81	\$38.55	\$50.07
Battalion Chief	5	0	5	0	74	\$32.43	\$42.11
Fire Captain	15	0	15	0	65	\$25.97	\$33.73
Paramedic	37	0	37	0	61	\$23.53	\$30.56
Fire Engineer	12	0	12	0	57	\$21.32	\$27.68
Firefighter	12	0	12	0	53	\$19.31	\$25.08
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Administrative Assistant II	1	0	1	0	41	\$14.36	\$18.65
Administrative Assistant I	1	0	1	0	37	\$13.01	\$16.89
TOTAL	85	0	85	0			
Firefighter					53-F	\$14.62	\$18.99
Fire Engineer					57-F	\$16.14	\$20.96
Paramedic Special Assignment					61-F	\$17.81	\$23.13
Fire Captain					65-F	\$19.66	\$25.53
Battalion Chief					74-F	\$23.23	\$30.17

Development

Development Director	1	0	1	0	87	\$44.71	\$58.06
City Planner	1	0	1	0	75	\$33.24	\$43.17
CDBG/Grants Acquisition Coord.	1	0	1	0	72	\$30.87	\$40.09
Senior Planner	2	0	2	0	67	\$27.29	\$35.43
Associate Planner	1	0	1	0	61	\$23.53	\$30.56
Development Coordinator	0	0	0	0	53	\$19.31	\$25.08
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Development Technician	0	1	0	1	41	\$14.36	\$18.65
TOTAL	7	1	7	1			

Building & Safety	Building Official	1	0	1	0	72	\$30.87	\$40.09
	Comb. Inspection Supervisor	1	0	1	0	67	\$27.29	\$35.43
	Senior Plans Examiner	1	0	1	0	67	\$27.29	\$35.43
	Plans Examiner	1	0	1	0	62	\$24.12	\$31.32
	Combination Inspector III	1	0	1	0	61	\$23.53	\$30.56
	Combination Inspector II	1	0	1	0	57	\$21.32	\$27.68
	Permit Technician	1	0	1	0	44	\$15.46	\$20.08
	Administrative Assistant II	0	2	0	2	41	\$14.36	\$18.65
TOTAL		7	2	7	2			

**Public Works Department
Administration**

Public Works Director	1	0	1	0	87	\$44.71	\$58.06
Executive Assistant	1	0	1	0	53	\$19.31	\$25.08
Purchasing Technician	1	0	1	0	47	\$16.65	\$21.62
TOTAL	3	0	3	0			

G.I.S. Technical Support

GIS Administrator	1	0	1	0	66	\$26.62	\$34.56
GIS Specialist II	2	0	2	0	56	\$20.80	\$27.00
Engineering Assistant	1	0	1	0	56	\$20.80	\$27.00
TOTAL	4	0	4	0			

Development Review

City Engineer	1	0	1	0	77	\$34.93	\$45.36
Traffic Engineer	1	0	1	0	71	\$30.12	\$39.11
Engineering Inspection Supvr	1	0	1	0	67	\$27.29	\$35.43
Civil Engineer I (EIT)	1	0	1	0	57	\$21.32	\$27.68
Engineer Inspector III	1	0	1	0	61	\$23.53	\$30.56
Engineer Inspector II	1	0	1	0	57	\$21.32	\$27.68
Engineer Inspector I	1	0	1	0	53	\$19.31	\$25.08
Administrative Assistant II *	1	0	0	1	41	\$14.36	\$18.65
TOTAL	8	0	7	1			

Capital Projects

Engineer Mgr/ Capital Proj.	1	0	1	0	77	\$34.93	\$45.36
Engineer Mgr/ Utilities	1	0	1	0	77	\$34.93	\$45.36
Civil Engineer III	2	0	2	0	65	\$25.97	\$33.73
Contract Administrator	0	1	0	1	58	\$21.85	\$28.37
Engineering Inspector I	1	0	1	0	53	\$19.31	\$25.08
TOTAL	5	1	5	1			

Facilities

CIP/Facilities Project Manager	1	0	1	0	72	\$30.87	\$40.09
Facilities Maint. Supervisor	1	0	1	0	59	\$22.39	\$29.08
Sr Fac Maint Technician	1	0	1	0	53	\$19.31	\$25.08
Facilities Maint. Technician III	1	0	1	0	49	\$17.49	\$22.72
Facilities Maint. Technician II	1	0	1	0	45	\$15.85	\$20.58
Facilities Maint. Technician I	1	0	1	0	41	\$14.36	\$18.65
TOTAL	6	0	6	0			

**Public Works: Public Services and Utilities
Administration**

Utilities Manager	1	0	1	0	77	\$34.93	\$45.36
Public Services Manager	1	0	1	0	72	\$30.87	\$40.09
Utilities Superintendent	1	0	1	0	70	\$29.38	\$38.16
Administrative Assistant III	1	0	1	0	47	\$16.65	\$21.62
TOTAL	4	0	4	0			

Water	Water Operations Crew Supv	1	0	1	0	63	\$24.72	\$31.32
	Water Const. Crew Supvr	1	0	1	0	61	\$23.53	\$30.56
	Water System Operator IV	7	0	7	0	57	\$21.32	\$27.68
	Water System Operator III	2	0	2	0	53	\$19.31	\$25.08
	Water System Operator II	1	0	1	0	47	\$16.65	\$21.62
	Water System Operator I	2	0	2	0	45	\$15.85	\$20.58
	Commercial Water Meter Tech	1	0	1	0	52	\$18.84	\$24.46
	Water Const. Tech III	1	0	1	0	52	\$18.84	\$24.46
	Water Const. Tech II	1	0	1	0	46	\$16.25	\$21.09
	Water Const. Tech I	1	0	1	0	42	\$14.72	\$19.11
TOTAL		18	0	18	0			
Wastewater	Wastewater Ops Crew Supv	1	0	1	0	63	\$24.72	\$32.10
	Wastewater System Opr IV	2	0	2	0	57	\$21.32	\$27.68
	Wastewater System Opr III	2	0	2	0	53	\$19.31	\$25.08
	Wastewater System Opr II	1	0	1	0	47	\$16.65	\$21.62
	Wastewater System Opr I	1	0	1	0	45	\$15.85	\$20.58
	Wastewater Const. Crew Supv	1	0	1	0	61	\$23.53	\$30.56
	Wastewater Const. Tech III	2	0	2	0	52	\$18.84	\$24.46
	Seasonal Laborer	0	1	0	1			\$9.00
TOTAL		10	1	10	1			
Stormwater	Stormwater Crew Supervisor	1	0	1	0	58	\$21.85	\$28.37
	Stormwater Inspector	1	0	1	0	57	\$21.32	\$27.68
	Stormwater Operator	2	0	2	0	45	\$15.85	\$20.58
TOTAL		4	0	4	0			
Parks	Parks Superintendent	1	0	1	0	68	\$27.97	\$36.31
	Urban Forester	1	0	1	0	61	\$23.53	\$30.56
	Cemetery Sexton	1	0	1	0	53	\$19.31	\$25.08
	Park Maintenance Crew Supv	4	0	4	0	53	\$19.31	\$25.08
	Parks Irrigation Specialist	2	0	2	0	45	\$15.85	\$20.58
	Park Maintenance Worker II	1	0	1	0	41	\$14.36	\$18.65
	Parks Maintenance Worker I	5	0	5	0	37	\$13.01	\$16.89
	Lead Seasonal Laborer	0	3	0	3			\$11.00
	Seasonal Laborer	0	25	0	25			\$9.00
TOTAL		15	28	15	28			
Streets	Street Superintendent	1	0	1	0	68	\$27.97	\$36.31
	Street Maintenance Crew Supv	3	0	3	0	58	\$21.85	\$28.37
	Electrician	1	0	1	0	57	\$21.32	\$27.68
	Heavy Equipment Operator	2	0	2	0	53	\$19.31	\$25.08
	Equipment Operator	1	0	1	0	49	\$17.49	\$22.72
	Sweeper Operator	3	0	3	0	49	\$17.49	\$22.72
	Traffic Sign Technician	1	0	1	0	49	\$17.49	\$22.72
	Street Maintenance Worker III	6	0	6	0	49	\$17.49	\$22.72
	Street Maintenance Worker II	1	0	1	0	45	\$15.85	\$20.58
	Street Maintenance Worker I	5	0	5	0	41	\$14.36	\$18.65
	Seasonal Laborer	0	2	0	2			\$9.00
TOTAL		24	2	24	2			
Solid Waste	Street Maintenance Worker I	1	1	1	1	41	\$14.36	\$18.65
	TOTAL	1	1	1	1			
Fleet Maintenance	Lead Fleet Mechanic	1	0	1	0	57	\$21.32	\$27.68
	Fleet Mechanic	4	0	4	0	55	\$20.29	\$26.34
	Fleet Service Technician	1	0	1	0	41	\$14.36	\$18.65
	Administrative Assistant II *	1	0	0	0	41	\$14.36	\$18.65
TOTAL		7	0	6	0			

TOTAL AUTHORIZED POSITIONS:

TOTAL CITY EMPLOYEES

7/31/2013 1/8/2014

FT	PT	FT	PT
424	148	420	147

1. Miscellaneous Changes

The Mayor has chosen to reduce his salary to \$60,000/yr.

Resolution 14-08, which was approved on 1/8/14, eliminated the need for Building Security Officer positions.

An Admin. Assistant II position in Development Review was previously listed as a full-time position instead of the correct part-time position.

The Admin. Assistant II position in Fleet was eliminated in December of 2012 but not previously removed from the Salary Schedule.

Adopted by the City of Council of West Jordan, Utah, this Wednesday, January 29, 2014.

ATTEST:

KIM V. ROLFE

Mayor

MELANIE S. BRIGGS, MMC

City Clerk

Voting by the City Council:

"AYE"

"NAY"

Jeff Haaga

Judy Hansen

Chris McConnehey

Chad Nichols

Ben Southworth

Justin D. Stoker

Mayor Kim V. Rolfe
